



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF CHILDREN AND FAMILIES

JOB OPPORTUNITY

HUMAN RESOURCES ASSOCIATE (Human Resources Division - Records Management Unit)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list or Lateral Transfers

Location: Hartford, CT

Hours: 40

Job Posting No.: TH43099CO

Salary: MP-57, \$61,039.00 - \$83,233.00, (Annually)

Closing Date: July 13, 2017

Eligibility: Candidates must have applied for and passed the **Human Resources Associate** exam and be on the current certification list promulgated by the Department of Administrative Services (DAS). State employees currently holding the above title or those who have previously attained permanent status may apply. ***Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.***

Position Summary: This position is responsible for processing and auditing all DCF HR transactions including: promotions, demotions, transfers, reclassifications, reassignments, layoffs, rehires, new hires, salary adjustments, suspensions, administrative leaves, separations, temporary service in a higher class and general changes.

PURPOSE OF CLASS:

In a state agency human resources office this class is accountable for performing professional duties relating to human resources management.

EXAMPLES OF DUTIES:

Prepares and maintains human resource records; researches organization and position functions; participates in recruitment, orientation and promotion process; interviews, evaluates, and recommends applicants for employment; maintains applicant job banks and other records related to recruitment and selection; assists agency supervisory staff by monitoring working test periods; counsels and advises employees on matters related to employment, career development, transfer, separation, recruitment, employee benefits, and/or retirement benefits; conducts or participates in job audits; researches and composes requests for position action; analyzes and recommends changes to class specifications; calculates longevity and salary adjustments; coordinates performance evaluation process; assists in training operations; conducts turnover analysis; may participate in collective bargaining, grievance procedures, and contract administration; may assist in the implementation of equal opportunity programs; may participate in the preparation of multiple payrolls; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of the principles and practices of public human resources administration; basic knowledge of relevant state and federal laws, statutes and regulations; basic knowledge of employee and labor relations principles and practices; basic knowledge of equal opportunity principles and requirements; basic knowledge of payroll procedures and operations; oral and written communication skills; interpersonal skills; ability to apply human resource principles and procedures in the areas of recruitment, selection, classification, compensation, payroll and benefits administration; ability to analyze problems quickly and determine effective solutions; ability to read and interpret laws, regulations, policies, procedures and collective bargaining agreements; ability to serve as an effective business partner; some ability to design and deliver formal and informal training.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years professional experience in human resources management, payroll or equal employment assurance.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.

Preference: Preference will be given to those candidates with hands-on experience working with CORE-CT HRMS, including both position and employee processing; experience performing administrative tasks in a wide variety of human resources areas including hires, transfers, promotions, terminations, compensation, leaves, and knowledge of bargaining unit contract language. Must have strong knowledge in EPM Ad Hoc Reporting.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above eligibility requirements should submit an Application for Employment [CT-HR-12](#), resume, letter of intent and three (3) letters of SUPERVISORY references (current State employees please provide last two Service Ratings in lieu of references).

Please reference Job Posting #TH43099CO.

**DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Taneisha Hancel
Fax: 860-550-6433**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact **Taneisha Hancel** at 860 550 - 6503 or taneisha.hancel@ct.gov.